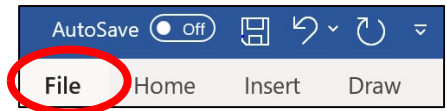


# Print to PDF Feature with Windows 10

Print to PDF is different from Save as PDF because it only translates the information that you'd see on a printed page. This means that any metadata, like links and bookmarks, will not be translated, and will not be visible to whomever is viewing the "printed" PDF file.

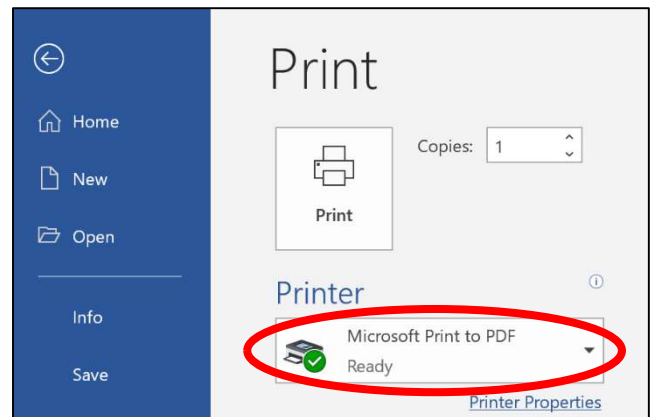
**\*\*\*The following example uses Office 365 Word but the Save As PDF feature can be used in Word, Excel, PowerPoint, etc.**

1. Select the File tab, in the top left-hand corner.

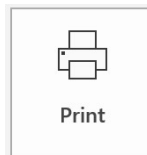


2. Select Print.

3. Change the Printer to "Microsoft Print to PDF."



4. Select the Print icon.



5. A dialogue box will appear, select where the file should be saved. Enter the file name. Select Save. (The "Save as type" box should display PDF Document)

